

**SUPERVISING TAX AUDITOR I,
EMPLOYMENT DEVELOPMENT DEPARTMENT
PROMOTIONAL EXAMINATION**

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

⁴⁴ DEPARTMENTAL PROMOTIONAL FOR	EMPLOYMENT DEVELOPMENT DEPARTMENT		
POSITIONS	Positions exist statewide.		
POSITION DESCRIPTION	A Supervising Tax Auditor I (STA I) is a supervisory class which supervises a staff of Tax Auditors. The Supervising Tax Auditor I, EDD, is the first supervisory level in the Department's professional tax auditing program. Incumbents in this class supervise an audit unit in a Branch Office, Area Audit Office, or in a Central Office setting, dealing with highly specialized and complex audit issues. Incumbents in these positions typically report to a Tax Administrator II.		
SALARY RANGE	\$4520 - \$5453 per month		
FINAL FILING DATE	April 15, 2003		
FILING INSTRUCTIONS	<p>All Examination Applications (STD 678) must be POSTMARKED no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:</p> <table><tr><td>MAILING ADDRESS: Employment Development Department Human Resource Services Div, MIC 54 Attn: <u>Supervising Tax Auditor I Exam</u> P.O. Box 826880 Sacramento, CA 94280-0001</td><td>FILE IN PERSON ADDRESS: Employment Development Department Human Resource Services Division Attn: <u>Supervising Tax Auditor I Exam</u> 751 N Street, 6th Floor Solar Building Sacramento, CA 95814</td></tr></table> <p>Note: To gain access to the 6th Floor Solar Building, you must enter at 722 Capitol Mall and sign in at the security desk.</p> <p>DO <u>NOT</u> SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p> <p>Note: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. Applications received without this information may be rejected because of incomplete information.</p>	MAILING ADDRESS: Employment Development Department Human Resource Services Div, MIC 54 Attn: <u>Supervising Tax Auditor I Exam</u> P.O. Box 826880 Sacramento, CA 94280-0001	FILE IN PERSON ADDRESS: Employment Development Department Human Resource Services Division Attn: <u>Supervising Tax Auditor I Exam</u> 751 N Street, 6 th Floor Solar Building Sacramento, CA 95814
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COMPETITION LIMITED TO STATE EMPLOYEES	Applicants must have a permanent civil service appointment with the Employment Development Department in order to take this examination.		

SEE PAGE 2 FOR ADDITIONAL INFORMATION

**ELIGIBLE LIST
INFORMATION**

A Departmental promotional eligible list will be established for the Employment Development Department.

Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Either I

One year of experience in the California state service performing professional tax accounting or auditing duties of a class with a level of responsibility equivalent to that of Tax Auditor III.

Or II

Experience: Four years of increasingly responsible professional tax accounting or auditing experience including at least one year supervising a variety of complex audits or financial examinations. (Experience in California state service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility equivalent to that of Tax Auditor III.)

and

1. Equivalent to graduation from college, with a specialization in accounting; **or**
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law; **or**
 - b. The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**Minimum
Qualifications****SPECIAL
QUALIFICATIONS**

All employees must be willing to travel and work away from the office.

**EXAMINATION
INFORMATION**

This examination will consist of a Promotional Readiness Evaluation Process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

O R A L I N T E R V I E W S W I L L N O T B E H E L D .

PROMOTIONAL READINESS REPORT (PRR) - Candidates will be required to complete a self-assessment of recent experience and achievements relative to the SCOPE outlined on this bulletin which demonstrates their promotional readiness. Management input will be obtained through the completion of the PRR. Each candidate will have the opportunity to review and discuss his/her PRR with the First Level Supervisor/report completor.

DEPARTMENTAL REVIEW COMMITTEE (DRC) - A DRC will convene and assign each candidate a final competitive score based on the information provided in the Examination Application/Resume, the candidate's self-assessment, and management's input in the PRR.

Note: CANDIDATES WHO DO NOT COMPLETE AND RETURN THEIR PROMOTIONAL READINESS REPORT BY THE SPECIFIED DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

SCOPE**A. Knowledge of:**

1. General auditing and accounting principles and procedures.
2. Business law.
3. Taxing and related provisions of the California Unemployment Insurance Code and the Revenue and Taxation Code as they relate to the Unemployment and Disability Insurance Programs administered by the Department.
4. Related legal opinions.
5. California Unemployment Insurance Appeals Board decisions and court decisions related to the Unemployment Insurance Code and Personal Income Tax Withholding Programs.
6. Auditing practices and procedures as used by the Tax Branch.
7. Departmental policies, rules and regulations.
8. Specialized and complex auditing practices and procedures as used by the Employment Tax Branch.
9. Organization and operation of the departmental Tax Branch programs.
10. Principles and practices of personal management and supervision.
11. General principles of automated data processing as related to tax work.
12. Departmental Equal Employment Opportunity and upward mobility programs.

B. Ability to:

1. Apply auditing principles and procedures.
2. Apply the provisions of the California Unemployment Insurance Code and the Revenue and Taxation Code and applicable regulations.
3. Apply legal opinions, court and California Unemployment Insurance Appeals Board decisions and departmental policies and procedures.
4. Establish and maintain cooperative working relations with those contacted during the course of the work.
5. Analyze situations accurately and adopt an effective course of action.
6. Reason logically and creatively in unique situations.
7. Communicate effectively.
8. Demonstrate the ability to plan.
9. Organize and direct the work of a staff of professional and clerical personnel.
10. Understand and support the Departmental Equal Employment Opportunity and upward mobility programs.

**INQUIRIES ABOUT
THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to Guy Burghgraef at (916) 651-9396 or gburghgr@edd.ca.gov, or Darrell Jennings at (916) 654-9177 or djenning@edd.ca.gov.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application notice.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

INTERVIEW SCOPE: If an interview is conducted, in addition to the SCOPE described on this bulletin, the Final Rating Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Web site: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.